

KING EDWARD TIMES

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1) INFORMATION CENTRE

The Counselling Department is pleased to announce that the Information Centre is now in operation. All staff, students and faculty are invited to drop in (opposite the Counselling area).

We have career information, tapes on Langara and V.V.I. programs, as well as tapes introducing you to most aspects of K.E.C.

C.W.

2) EVERYMAN'S AUDIO WORKSHOP

Twenty-four faculty members signed up with Parveen to attend these workshops; but hardly a dozen turned up. If you have signed but not attended, please come to the remaining sessions. If you did not sign up still feel free to come as there is space available.

It is essential that faculty make the best use of equipment as V.C.C. has only one equipment maintenance man and we cannot afford to have our equipment out of action through misuse or accident.

George Morgan is giving an excellent course so please co-operate with him.

The V.I.A. annual meeting is November 26 so the workshop scheduled for that afternoon will be given on Tuesday, November 25 at 3 p.m. in Room 101.

R.F.C.

3) FILING

Please don't forget to hand in items to the Records Clerk in the Administration Office, Miss Khandy Qureshi, that you wish to have on file. You may give her the item as soon as you receive it and request working copies for circulation. If you let her know who should get working copies, she'll be glad to distribute them for you. This procedure should save the frustration of looking for documents that have never been filed.

R.S.

4) CUTTING COSTS

Due to severe budget restrictions, we have to devise ways and means of economizing both on work procedures and supplies used.

To this end I would make the following suggestions:

1. Wherever possible have work to be run on the offset printed back to back.
2. Request only the number of copies you actually need.
3. If you submit work that you know will be run again at a later date, consider one of the following:
 - a) Keep the typed master copy to save typing time.
 - b) If you know that you will be using this particular lesson material again, it is cheaper to run several hundred copies than fifty at a time.
 - c) Investigate the possibility of using overhead projectors rather than having the lessons printed for each individual. The A/V Department is currently running workshops for faculty every Wednesday, Room 101, 2:30 - 5:00 p.m.
4. You can cut labour costs by submitting only essential typing - for example: typing job requests are often received for material that could have been "pasted up", copied and then duplicated.

With the co-operation of everyone on campus we can cut costs without reducing the quality of education offered.

J.D.B.

5) LIMERICK OF THE WEEK

There was a young buck named Morelli
Who voweled his way to New Delhi;
Being asked for his passport,
He pronounced it "vast wart".
And now he works in a delhi.